

**CEMETERY AND FUNERAL BUREAU**

2000 – Information for Candidates

**CREMATORY MANAGER**

Written Examination

Eligibility

Each applicant to become a qualified crematory manager of a licensed crematory in California must successfully complete a written examination prior to assuming the responsibilities of the office.

Purpose of the examination

The primary purpose of the examination is to assess the candidate's ability to apply California's health and safety laws to crematory management practice. Candidates should know these laws as well as other laws and regulations related to crematory management.

Description of practice

California Business and Profession Code Section 9787 states:

"Each crematory for which a crematory license is required shall be operated under the supervision of a manager qualified as such in accordance with rules adopted by the program. Each manager shall be required to successfully pass a written examination evidencing an understanding of the applicable provisions of this code [Cemetery Act] and of the Health and Safety Code of this state."

Provisions of the California Health and Safety Code pertain to all aspects of interment, embalming, transportation, disinterment, and removal of human remains.

Crematories may be operated by a corporation, partnership, or person, provided that a valid crematory license has been issued.

Written examination

The crematory manager examination contains multiple-choice items that address three major areas of responsibility. The examination for crematory manager is developed and maintained by the Department of Consumer Affairs' Office of Examination Resources. Previously qualified crematory managers provide technical expertise in the development of the examination.

Passing score

The passing score is based upon criteria for safe and effective practice and is intended to protect the health, safety, and welfare of the public.

CREMATORY MANAGER

What to study

The candidate must be able to perform job duties in the following areas of responsibility:

OPERATION AND MANAGEMENT OF CREMATORIES (35%): Includes but not limited to property rights, joint tenancy of cemetery property, infection control, care of cemetery properties, abandonment of property, and certificates of authority. Mausoleums and columbariums are considered cemetery property.

REQUIREMENTS FOR INTERMENT (30%): Includes but not limited to custody of remains and duty of interment, disinterment and reinterment, disposal and removal of remains, embalming and transportation; requirements for burial in public and private cemetery properties, effect of anatomical or organ gift agreements on cremation, and effect of cemetery construction on infection control.

RECORDKEEPING RESPONSIBILITIES (35%): Includes but not limited to content of official records of cremation.

References

Candidates should review practice-related sections of :

- Chapter 19, California Business and Professions Code (§§ 9600 – 9789)
- Divisions 7 and 8, California Health and Safety Code (§§ 7000 – 9677)
- Title 16, Division 23, California Code of Regulations (§§ 2300 – 2388)

Check your local public library or the Cemetery and Funeral Program's Internet site at www.dca.ca.gov/cemetery.

Notification of results

The Bureau will notify you of your examination results by mail within 8 weeks of the scheduled examination date. If you do not receive the results by 1 week past the specified date, submit a written request to the Department for a duplicate copy of your examination results.

Examination results will not be released by telephone or in response to a personal visit.